

Knox County Airport Business Plan Workgroup - Minutes December 8th, 2008

Workgroup Attendees:

Jeff Northgraves, Vivian Newman, Marilyn Hotch, Kathy Allain, John Newcomb, Bill Maddox

Absent Members:

Ken Wexler, Kevin Waters

Public Attendees:

Commissioner Anne Beebe-Center

Staff:

Chris Shrum - Facilitator, Jen Payson - Note Taker

Opening Comments

- *Chris went over the agenda*
- *The committee approved the minutes from 11/17 with changes noted.*

Updated floor plan:

- Jeff explained that the updated plans are with the FAA for final approval and that he should have a better idea about firm numbers at that time.
- He expects to get a partial payment of about \$300K and will use that for initial design, pavement maintenance, vail and a footprint evaluation. He mentioned that only 6 airports are eligible for this particular money.
- Jeff mentioned that the FAA has contacted him and wants to know if construction could start by June 2009 and have it be an 18 month project. They are trying to create more jobs in conjunction with the stimulus package. Jeff said it's doable. Chris suggested touching base with Chellie Pingree before she goes to D.C. to be on the same page.
- Kathy asked if and Kevin are happy with the plans. Jeff said he wasn't sure as he hadn't heard back yet from either.
- Marilyn asked what feedback has been received about Cape Air thus far. Jeff said he's only received one negative comment and thirty positive. He said he feels very positive about what they have been doing.
- Chris asked Jeff if he had any ending thoughts on the building possibly being accelerated to June '09. Jeff said he would need to know how to respond. Marilyn had some concern that the timeline may not line up with Chris Stracca's availability.
- Jeff said that if they received the grant and building were to start in June, bidding would start in April and the bid would be awarded in May. He said Feb-May would be used for planning.
- Chris asked what steps the committee would need to take. Jeff said he'd want to get good architectural drawings out to the public and publicize for feedback. SMRT would probably do the drawings and they would be a vendor of Stantech.
- Bill asked if the terminal will have a domed roof. Jeff said he wasn't sure and mentioned that the green sod roofs have not caught on in Maine yet. Kathy commented the other green option is solar panels. Marilyn wondered how long Chicago has had the sod and if that could determine how successful it's been. Jeff thought it was less than a year or so. He said that either the Governor or Mayor decided to try

it and it was then implemented. Jeff noted that the sod has made a difference in infrared pictures and showing additional heat.

Business Plan Outline:

- Kathy wondered how the mission and the vision will interface. She mentioned there had been some issues with present tense vs. the future tense for the mission statement. She said that she's seen another plan that used infinitives such as "to do this" and "to do that", which was effective.
- Chris mentioned that if a business plan is being drafted properly everything point back to the mission, vision and values.
- Marilyn felt that the vision has been unfolded through the guiding principles and now just has to be written. She thought Chris may find an over arching statement within the guiding principles that can be used as the vision.
- The group agreed that section 3 is the main section that the group needs to work on. Sections 4 and 5 can be filled in by Jeff and the group will then review and offer feedback. Sections 6 and 7 will then need to be worked on.

No closing comments from the public.

Deliverables:

- Chris will look at the guiding principles and look for a vision statement, as well as a list of assumptions for section 3. He will have a draft of a vision statement before Christmas
- Chris and Jeff will look at other airports plans for revenue models, as well as discuss the timeline. Chris will have a new timeline for the 1/19 meeting.
- Chris will be providing ideas on the focus groups
- Homework - look over the terminal plans to see if anything jumps out.

Next meeting date will be Monday, January 5th from 4:30 - 6:30 p.m. at the Court House – Chris Stracca will be presenting. We will return to the normal (1st and 3rd Mondays of each month) meeting schedule beginning January 19, 2009.

Meeting adjourned at 5:45 p.m.